

## **York County Job Description**

**Job Title:** Deputy Clerk Office/Court

**Revision Date:** 1/19/11

**Full time** X ☒ **Part time** ☐

**Hours of Work:** Mon-Fri 8-4:30

**Hours per week:** 40

**Shift:** Day

**Department No:** 54

**Department Name:** Clerk of Courts

**Reports to (title only):** Clerk of Courts

### **POSITION SUMMARY**

The Deputy Clerk is a duly sworn designee of the elected Clerk responsible to keep accurate records for each defendant, swear-in all witnesses, juries, and obtain verdicts from jury trials. Performs other clerical work and tasks for the office as assigned.

## ESSENTIAL JOB DUTIES

### Office

- Answer phones, process filings and provide customer service at front filing counter
- Assess costs, accept payments and provide customer service at the Cost & Fines counter
- Identify documents, create batch headers and prepare filings for imaging
- Keep work area neat and clearly organized
- Clock-in, docket, record all motion/petitions filed, submit petitions/motions to judge
- Service copies and all orders to parties as directed. (District Attorney, Defense Attorney, Probation, Public Defender, District Justices, Sheriff, Pro-se defendants.)
- Docket all court activities and defendant calendar data into web-based statewide Common Pleas Case Management System (CPCMS).
- Correspond with judge's secretary and law clerk
- Prepare notes and files for all criminal proceedings
- Prepare, certify and submit prison commitments to SCI
- Prepare, certify and submit appropriate documentation and forms to PennDot
- Maintain court files/folders and keep case paperwork in order
- Image Documents, maintain records in the file room and accurately file paperwork numerically by year and case type
- Clock, sort and process incoming mail
- PC knowledge including Microsoft Office products and general office machines
- Other reasonable duties as assigned by Supervisor.

### Court

- Knowledge of courtroom procedures and terminology for all case types (Criminal, Juvenile, Summary Appeal, ICC)
- Attend courtroom hearings, take court notes and minutes and docket court actions into CPCMS
- Swear-in all witnesses and jurors
- Obtain and be responsible for chain-of-custody for all evidence from trials (drugs, money, weapons, etc.)
- Ask jury verdict, when requested poll jury
- Assist Judge, District Attorney/Defense Counsel in courtroom
- Provide information to Megan's Law Sexual Offender Assessment Board and Pennsylvania State Police, PFAD.
- Responsible for accurate court notes/minutes.

## PHYSICAL AND MENTAL JOB REQUIREMENTS

**Job Title:** Deputy Clerk Office/Court

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

### 1. Schedule

- ☒ Full-Time                      ☒ Day Shift                      ☐ Weekends  
☐ Part-Time                      ☐ Evening Shift

### 2. Supervision Level

- ☐ Extremely Close Supervision  
☐ Moderate Supervision  
☒ Minimal Supervision

### 3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task  
☐ Initiation Helpful, but Not Necessary  
☒ Must Initiate Own Work

### 4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis  
☐ Ability to Complete Assignments with Moderate Oversight Required  
☒ Ability to Complete Assignments with Little Oversight Required

### 5. Work Routine

- ☐ Routine Never Varies; Structure is Tight  
☐ Occasional Routine Change; Generally Planned in Advance  
☒ Routine Changes Often; Little Structure to Task Sequence

### 6. Rate of Work

- ☒ Fast Pace  
☐ Moderate Pace  
☐ Slow Pace

### 7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required  
☐ Understanding of Verbal Instructions Only Required  
☐ Understanding of Written Instructions Only Required

### 8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary  
☐ Basic Verbal Communication Skills Necessary  
☐ Limited or No Verbal Communication Skills Necessary

### 9. Functional Reading - English

- ☒ Fluent Reading                      ☐ Recognition of Signs/Symbols  
☐ Simple Reading                      ☐ No Reading Skills Required

### 10. Hearing

- ☒ Ability to Hear Required  
☐ Hearing Not Required

### Seeing

- ☒ 20/20 Vision with Corrective Eyewear  
☐ Limited Vision  
☐ Vision Not Required

### 11. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)  
☐ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)  
☐ Simple Counting Skills  
☐ No Mathematical Skills Needed

**12. Interaction with Customers**

- ☒ High Visibility, Frequent Interaction Required
- ☐ High Visibility, Infrequent Interaction Required
- ☐ Low Visibility, Frequent Interaction Required
- ☐ Low Visibility, Infrequent Interaction Required
- ☐ No Interaction Necessary

**13. Appearance Requirements**

- ☒ Compliance with Employee Dress Code Required
- ☐ Compliance Not Required due to Nature of Job

**14. Time**

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**15. Orientation (Familiarity with Surroundings)**

- ☐ Work Area
- ☐ Building Only
- ☐ Room Only
- ☒ Several Blocks From Building

**16. Mobility Skills**

- ☐ Mobility Within the Building
- ☒ Mobility Within a Four-Block Radius
- ☐ Driving Required

**17. Sitting**

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

**Standing**

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

**18. Bending**

- ☒ Knees and Waist
- ☐ Knees Only
- ☐ Waist Only
- ☐ No Bending Required

**19. Lifting**

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

**20. Reaching**

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.